

Request for Reappointment into the Foreign Service

Please provide the requested information and submit this completed form and a detailed resumé via email to FSReappointments@state.gov.

I hereby apply for reappointment into the Foreign Service:

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

Date of Separation from the Foreign Service: _____

Grade and Career Track at Separation: _____

If currently employed by the Department of State, describe your employment status: _____

Date of Birth: _____ Social Security Number: _____

Please read the statements below. You must acknowledge that you have read and agree with each statement by initialing each one.

1. _____ I am a U.S. citizen.
2. _____ I was tenured prior to separating from the Foreign Service.
3. _____ I must obtain a Class 1 Medical Clearance prior to reappointment.
4. _____ I must obtain a Top Secret security clearance and a favorable suitability determination prior to reappointment.
5. _____ I will accept and complete a directed first assignment to any Foreign Service post or function, domestically or abroad, as a condition of reappointment.
6. _____ I have not previously declined a directed reappointment assignment or withdrawn my reappointment request after receiving a directed assignment.
7. _____ I cannot be reappointed to a position overseas or outside Washington, D.C. if I cannot serve at least 24 months (unless the standard tour of duty for the post is fewer than 24 months) before reaching the mandatory retirement age.
8. _____ I acknowledge that, if reappointed, I will enter at the same grade and career track/specialty that I had when I left the Foreign Service.

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9. _____ I will be held to the same professional and physical requirements as new candidates for Foreign Service positions. Descriptions of these requirements may be found on relevant vacancy announcements via careers.state.gov or USAJobs.
10. _____ I did not leave the Foreign Service due to Time in Class/Service limitations (TIC/TIS)(Section 607); separation for cause (Section 610); termination of a limited term appointment (Section 612); or selection out by the Performance Standards Board (Section 608); and that I did not resign or retire in lieu of separation for these reasons.
11. _____ I agree to a 360-degree review and have provided names below.
12. _____ I grant access to my AU OPF personnel files so my performance records may be reviewed.
13. _____ I acknowledge that misrepresentation in the reappointment application process is grounds for terminating the application.

Please list below the names of five (5) current Department of State employees who can provide an assessment of your prior performance with the Department.

1. _____
2. _____
3. _____
4. _____
5. _____

Please note that, at its discretion, the Reappointment Panel may contact additional Department of State employees to provide references, and may request authorization to contact your current employer.

Signature

Date